

Contract Data Management Coordinator

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Company: Commercial Services

Location: Horspath

Category: management

Contract Data Management Coordinator

£26,000pa

Hybrid/Cowley, Oxford

Lifecycle Management Group are looking for an enthusiastic candidate with excellent communication and organisational skills to take sole responsibility for delivering administrative support to all areas of the business.

This is an exciting, fast-paced role that involves ensuring all administration associated with the contract renewal process is effectively managed, and to a high standard of accuracy.

This will give the successful candidate the opportunity to become an expert on their assigned portfolios, and to work closely with a variety of people.

In return we will offer you -

25 days holiday, plus bank holidays

Never work a birthday again! You receive an extra day off for it to enjoy however you wish!

Generous discount scheme, including gym and retail

Life assurance cover

Health cash plan initiative

A culture of progression and development

Plus many more perks

Key duties -

Ensure all contracts are produced and maintained to a high degree of accuracy

Build and maintain relationships with suppliers to secure contract information in a timely manner

Take ownership of managing multiple inboxes with a high volume of queries

To sustain accurate use of our contract management system, OPTIMiSe

Ensure requests for reports or data are dealt with accurately and in a timely manner

What we need from you -

Experience of working within a fast-paced environment, using own initiative to achieve tasks, meet deadlines, and prioritise workloads

Strong attention to detail when writing and checking documents to minimise errors and to maximise quality

Proven experience of building and sustaining strong working relationships both internally and externally

Excellent communications skills to ensure clear and concise messaging is projected out to

colleagues, clients, and suppliers

Confident telephone manner and experience managing a high volume of incoming calls

Knowledge of Microsoft Office applications including Outlook, Excel, and Word

About Lifecycle Management Group

Part of the Commercial Services Group, Lifecycle has over 30 years' experience in providing clients with procurement and contract management solutions. Historically focused on delivering services within the NHS sector, we are now expanding to deliver services across the wider public sector. Our team is passionate about delivering real change on behalf of our clients, ensuring compliance, delivering whole life value for money and providing outstanding customer service and expertise.

About Commercial Services Group

Commercial Services Group (CSG) is the largest, local authority-owned trading company (LATCO) in the UK, wholly owned by Kent County Council. CSG generates over £800m in revenue per annum and provides services to over 16,000 education and public sector customers globally.

CSG is striving to be recognised as the global leader in Education and Public Sector services, currently operating in 86 countries, with 1,800 staff across 25 trading brands, providing expertise ranging from: HR Services, IT Services, Energy, Education Resources, Procurement and many more.

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